

OPPORTUNITY works for SEATTLE



Fairness.



Opportunity.



Second Chance.

Does your business conduct criminal background checks?

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New Requirements. The Job Assistance Ordinance (SMC 14.17) limits use of arrest and conviction records for jobs in Seattle. Increased employment opportunities will strengthen our community by reducing recidivism and racial disparities in the criminal justice system.

Support for employers. The Seattle Office for Civil Rights (SOCR) enforces this ordinance and offers resources for compliance, including technical assistance and group presentations.

Contact SOCR for more information.

(206) 684-4500

www.seattle.gov/civilrights/criminalrecords.htm

SEATTLE OFFICE FOR
 **CIVIL RIGHTS**

SMC 14.17

Job Assistance Ordinance

Use of Arrest and Conviction Records in Employment

- Prohibits categorical exclusions in job ads (e.g. statements like, “No criminal history”).
- Delays criminal history questions on job applications and background checks **until after** an initial screening to eliminate unqualified applicants.
- Requires an opportunity to explain or correct criminal history information.
- Prohibits denying a job based solely on arrest.
- Requires a legitimate business reason for denying a job based solely on conduct relating to arrest or conviction record.
- Does not apply to jobs with unsupervised access to children under 16, people with developmental disabilities or vulnerable adults.
- Includes additional responsibilities and exceptions.

For more information, call (206) 684-4500

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